

Gwent Federation of Young Farmers Club Efficiency Competition Check List and Score Sheet

Section	Item	Description	Evidence	Score	Actual
Chairman	1a	Chairman's Annual Report As presented at the club AGM Outlining the club events and successes This should be typed Previous Rally reports will not be accepted		20	
	b	Best President Award Nomination Letter This should be typed		10	
	2	Co-Operation Willingness to help out at club and county level Ensuring all folders are delivered to the county office at the end of the year	n/a	20	
		CHAIRMAN SUB TOTAL	n/a	<b>50</b>	
Secretary	1a	Club Efficiency Check List		5	
	b	List of Contents		5	
	c	Club Constitution This must be signed and completed		5	
	d	Copies of membership forms		5	
	e	Membership Spreadsheet Excel spreadsheet showing contact details (names, addresses, mobile number, DOB, email etc.)		5	
	f	Club Programmes Separate Autumn/Winter and Spring/Summer programmes To include, for example - Club Officer names & contact details, Business meeting dates & venue, Variety of events including visitors, guest speakers and socials, GYFC meeting dates, GYFC and Club fundraising events, competitions and local show dates etc.		20	
	g	Health and Safety and relevant policies Signed and completed Risk Assessment forms for all Club gatherings and copies of any TENs Notes on any severe health problems for members (information found on membership forms) Copy of safeguarding policy, behaviour policy and any other relevant policies Copy of Public Liability provided by NFU Mutual Insurance		10 5 5 5	
	h	Disclosure and Briefing Service Documents Copies of DBS for all Club Officeholders		5	
	i	GYFC Meeting Documents In date order, agendas and minutes from all GYFC meetings Written notes taken by officers to report back to Club meetings		5 10	

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	j	Club Meeting Documents Handwritten minute book to be signed and dated by Chairman (passed down each year) Typed copies of all Club Meeting Agendas Typed copies of all Club Meeting Minutes Attendance book signed by members, Visitors and Chairman at all Club meetings and socials		20 5 5 10	
	k	Outgoing Correspondence Copies of all letters sent out (for example invitations and thank yous) At least two newsletters sent to Vice Presidents and Advisory Committee		10	
	l	Incoming correspondence To be in date order with notes on actions if any		10	
	m	Address Book Contact details of President, President Elect, Vice Presidents, Advisory Committee, Club Leaders, Trainers, and any other helpful contacts		10	
	n	Club Diary Academic Year Diary noting all relevant dates and events		10	
	o	Competitions Rule Book and Entry Forms As published by Gwent Federation at Club Officer Training		5	
	p	Competition Results List of all of Club's results and entries for each competition entered Score sheets from competitions if available		20	
	q	Event Planning Any information regarding club fundraising events e.g. flyers for Dinner and Dances, Barn Dance arrangements etc.		10	
	r	Club Promotions Materials Copies of press releases, media articles and recruitment leaflets etc.		10	
	s	Miscellaneous For example, Gwent YFC Yearbook, spare membership forms, training and development forms, and any other useful documents		5	
	2	Co-Operation Willingness to help out at club and county level Ensuring to meet 'intention of entry' deadlines	n/a	20	
		SECRETARY SUB TOTAL	n/a	<b>240</b>	
Treasurer	1	Treasurer's Annual Report As presented at the club AGM This should be typed		20	

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	2	Treasurer's Day Book Book detailing all transactions and showing any monies received and paid out during the year		20	
	3	Receipts Copies or originals of all receipts sanctioned in club meetings		5	
	4	Balance Sheet A profit and loss account for the year, cash analysis		20	
	5	Audit To be completed and signed by the club's AGM		10	
	6	Evidence of submission of the Annual Report and Financial statement to the Charity Commission		5	
	7	Co-Operation Willingness to help out at club and county level Paying all bills to Gwent YFC on time, including levies	n/a	20	
		TREASURER SUB TOTAL	n/a	<b>100</b>	
Misc.	1	Attendance at County meetings Each club must have at least four members at each County meeting Thirty County meetings per year (including Gwent YFC AGM) Each club can gain a maximum of four marks per meeting	n/a	120	
	2	Social Media Use Up to date Facebook, website and other Social Media activites	n/a	10	
		MISC. SUB TOTAL		<b>130</b>	
Announced Meeting	1	Punctuality/proptness of start of meeting of advised time	n/a	10	
	2	Chairman's control of meeting	n/a	30	
	3	Treasurer's Report	n/a	10	
	4	Secretary's Organisation a Agenda b Minutes of Previous Meeting c Attendance Book	n/a	30	
	5	County Meeting Reports	n/a	15	
	6	Member Participation	n/a	15	
	7	Closing of meeting	n/a	10	
	8	Overall Impressions Guest speakers, introduction, vote of thanks, venue suitability etc	n/a	20	
		ANNOUNCED MEETING SUB TOTAL	n/a	<b>140</b>	

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Unannounced Meeting	1	Overall Impressions following first meeting	n/a	40	
		UNANNOUNCED MEETING SUB TOTAL	n/a	<b>40</b>	
TOTAL	1	CHAIRMAN SUB TOTAL	n/a	<b>50</b>	
	2	SECRETARY SUB TOTAL	n/a	<b>240</b>	
	3	TREASURER SUB TOTAL	n/a	<b>100</b>	
	4	MISC. SUB TOTAL	n/a	<b>130</b>	
	5	ANNOUNCED MEETING SUB TOTAL	n/a	<b>140</b>	
	6	UNANNOUNCED MEETING SUB TOTAL	n/a	<b>40</b>	
		TOTAL	n/a	<b>700</b>	